

Haven Promos Graphic Artist Job Description

Job Title: Graphic Artist/Customer Service Representative

Location: Haven Promos/Sports Haven Engraving Office

Hours of Work: Monday – Friday, 9am – 5pm.

Approved By: CEO

Posted Date: August 2010

Summary: Performs a variety of general activities by completing the following duties.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned.

- Design and Develop artwork.
- Work with Vector Art files.
- Ability to convert raster-based layouts to vector.
- Gather information for quoting.
- Ability to estimate time for design jobs for quoting.
- Work with suppliers on product information, imprinting specifications, and pricing.
- Work with engraving machines.
- Work with customers.
- Work with sales staff on projects.
- Bring new and unique ideas to the table on projects.
- Answer phones.

Applicant must be proficient in:

- Adobe Creative Suite applications: Illustrator, Photoshop, Indesign, Acrobat.
- Web searching, general internet usage.
- Macintosh OS X
- Apple Mail, iCal, iWork

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Must meet state of Indiana educational requirements. Some college is desirable. Experience with described software.

Language skills: Ability to read and interpret documents such as customer orders, operating and maintenance instructions, and procedure manuals. Ability to speak English effectively with customers and employees.

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Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, area, circumference, and volume.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw conclusions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, reach with hands and arms and talk or hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee is occasionally required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment: The work environment characteristics described here are representative of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.